

Metropolitan Transportation Commission
Administration Committee

January 10, 2024

Agenda Item 2e-24-0094

Contract – Accessory Dwelling Unit Consulting: Baird + Driskell dba Community Planning Collaborative (\$250,000)

Subject:

Authorization to negotiate and enter into a contract in an amount not to exceed \$250,000 with Baird + Driskell d/b/a Community Planning Collaborative to support increasing production of Accessory Dwelling Units (ADUs), particularly affordable ADUs, and implementation of ADU programs identified in local jurisdictions' Housing Elements.

Background:

The Regional Housing Technical Assistance Program (“RHTA”) was established in 2019 by the Association of Bay Area Governments (“ABAG”) to support jurisdictions in the Bay Area to meet their obligations under state housing laws, including their obligations to produce state-mandated Housing Elements which demonstrate how they will accommodate their Regional Housing Needs Allocation (“RHNA”). RHTA frequently utilizes subject matter experts to provide technical assistance through in-depth training and materials on a particular topic to jurisdictions around the Bay. For example, technical assistance offered by RHTA includes: Planning for Wildfire, Transforming Aging Malls and Office Parks, Zoning for Affordability, and more.

RHTA was initially funded by a state grant to ABAG under the Regional Early Action Planning Grant Program of 2019 (“REAP 1.0”). Subsequently, the State created the Regional Early Action Planning Grants of 2021 (“REAP 2.0”) and awarded MTC nearly \$103 million. MTC has programmed \$1 million of REAP 2.0 funds to continue the RHTA program.

This item seeks authorization to negotiate and enter into a contract in an amount not to exceed \$250,000 with Baird + Driskell d/b/a Community Planning Collaborative to provide technical assistance to support increasing production of ADUs, particularly affordable ADUs, and implementation of ADU programs identified in local jurisdictions' Housing Elements, including an ADU workgroup and associated products.

Procurement

Baird + Driskell d/b/a Community Planning Collaborative a Small Business Enterprise (SBE), was competitively procured and qualified for the 2021 Regional Planning Bench (“Bench”), which was approved by the MTC Administration Committee in May 2021. After a comparative review of the Statement of Qualifications (SOQs) submitted by the firms on the bench in Service Category 3 “Housing Policy and Planning,” staff recommends a direct selection of Baird + Driskell d/b/a/ Community Planning Collaborative due to the firm’s experience creating materials, tools, and policies to assist both jurisdictions and homeowners in the ADU development process. The firm has developed county-specific online platforms for jurisdictions in Alameda, Marin, Napa, Santa Clara, San Mateo, and Sonoma Counties, and they have formed two independent, public-serving ADU-focused nonprofit centers. Given Baird + Driskell d/b/a Community Planning Collaborative’s experience delivering ADU technical assistance in urban, suburban, and rural contexts, the firm has the knowledge and capability to both address the geographic diversity across Bay Area jurisdictions and prioritize a regional strategy.

Issues:

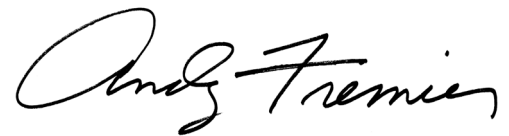
None identified.

Recommendations:

Authorize the Executive Director to negotiate and execute a contract in an amount not to exceed \$250,000 with Baird + Driskell d/b/a Community Planning Collaborative to support increasing production of ADUs, particularly affordable ADUs, and implementation of ADU programs identified in local jurisdictions’ Housing Elements.

Attachments:

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor Baird + Driskell d/b/a Community Planning Collaborative	Technical Assistant Provider	No	n/a	Yes	2024582

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1615

Consultant: Baird + Driskell d/b/a Community Planning Collaborative
Berkeley, CA

Work Project Title: Technical assistance on ADUs

Purpose of Project: Provide housing technical assistance to Bay Area jurisdictions

Brief Scope of Work: To support increasing production of Accessory Dwelling Units (ADUs), particularly affordable ADUs, and implementation of ADU programs identified in local jurisdictions' Housing Elements.

Project Cost Not to Exceed: \$250,000

Funding Source: RP20 Regional Early Action Planning Grant 2 (REAP 2.0)

Fiscal Impact: \$250,000 is available in the FY23-24 agency budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with Baird + Driskell d/b/a Community Planning Collaborative to support increasing production of Accessory Dwelling Units (ADUs), particularly affordable ADUs, and implementation of ADU programs identified in local jurisdictions' Housing Elements as described above and in the Administration Committee Summary Sheet dated January 10, 2024 and that the Chief Financial Officer is authorized to set aside \$250,000 for such contract.

Administration Committee:

Gina Papan, Chair

Approved: January 10, 2024